

RED ROCKS COMMUNITY COLLEGE - SPRING 2019 BIWEEKLY PAYROLL SCHEDULE
For student and variable hour employees with electronic timesheets
DECEMBER 22 2018 - MAY 24 2019

Employees: Electronic timesheets must be entered after each shift and submitted for approval on the employee's last working day of the biweekly pay period. System lock-out occurs at 11:59 of the final Friday of each pay period.

Supervisors: Review and act on timesheets no later than 10:00 a.m. on the Monday following the end of the biweekly pay period to allow time for correction and resubmission, if necessary.

Work-Study Employees: If you will not be continuing academically with RRCC in the Spring Semester 2019, your final day of work-study employment is May 14, 2019. All continuing students may work through 05.24.19.

Payroll Number	Payroll Period	HR Documents are Due	Timesheet Submission Date	Pay Day
1.1 (Fall)	12/08/18-12/21/18	12/17/2018	12/21/2018	1/4/2019
1.2	12/22/18-01/04/19	12/31/2018	1/4/2019	1/18/2019
2.1	01/05/19-01/18/19	1/14/2019	1/18/2019	2/1/2019
2.2	01/19/19-02/01/19	1/28/2019	2/1/2019	2/15/2019
3.1	02/02/19-02/15/19	2/11/2019	2/15/2019	3/1/2019
3.2	02/16/19-03/01/19	2/25/2019	3/1/2019	3/15/2019
3.3	03/02/19-03/15/19	3/11/2019	3/15/2019	3/29/2019
4.1	03/16/19-03/29/19	3/25/2019	3/29/2019	4/12/2019
4.2	03/30/19-04/12/19	4/8/2019	4/12/2019	4/26/2019
5.1	04/13/19-04/26/19	4/22/2019	4/26/2019	5/10/2019
5.2	04/27/19-05/10/19	5/6/2019	5/10/2019	5/24/2019
6.1	05/11/19-05/24/19	5/20/2019	5/24/2019	6/7/2019

NOTEWORTHY DATES:

January 22 - Martin Luther King Jr. Holiday - Both Campuses Closed

March 25 - 31 - Spring Break - No Classes

April 16 - All-college Development day - No Classes

Any work during campus closures requires pre-approval from the Human Resources Office.

Questions, comments and concerns can be addressed through the Human Resources office:

Room 1025 on the Lakewood Campus

Bob.Miller@rrcc.edu or 303.914.6300